

CHAPTER 14

CM/ECF REPORTS

Docket Report

Claims Register/Claims Listing/Claims Summary

Creditor Matrix

Cases Report

Docket Activity

Daily Calendar

CM/ECF Reports

The following modules demonstrate the steps to take to run and print ECF Reports. The majority of the reports require that you log into Pacer. Once logged in, you will not be asked again for the Login, Password, and Client Code. If you wish to change to a different Client Code click [Logout](#) on the CM-ECF Main Menu, then log back into ECF. You will then be presented with a new Pacer login screen.

The only report that does not require Pacer login is the Creditor Matrix - 3 Column Format.

Note: We ask that you do not run reports between the hours of 10:00 AM and 3:00 PM. This is the heaviest processing time and will slow the system for both you and the Clerk's office.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Report Events** screen displays. (See Figure 1)

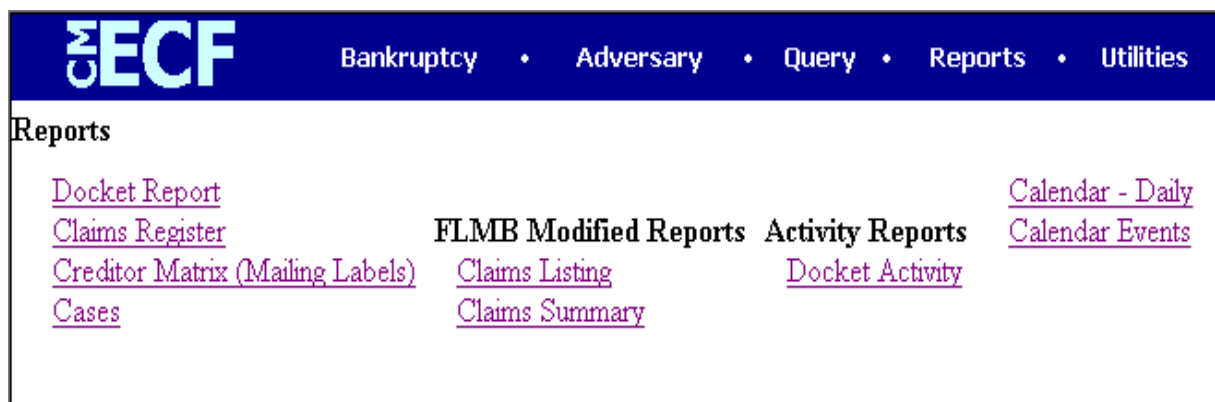


Figure 1



Click the [Report](#) hypertext link.

STEP 3 The **Pacer Login** screen displays. (See Figure 2)

ECF Bankruptcy • Adversary • Query • Reports • U

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 2

- ◆ Enter the Trustee Pacer **Login**.
- ◆ Enter the Trustee Pacer **Password**.
- ◆ Enter a **Client Code**, if any.
- ◆ Click [**Login**] to continue.

Docket Report

This module demonstrates the steps to take to display or print a Docket Report for an ECF case.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Report Events** screen displays.

◆ Click the [Docket Report](#) hypertext link.

STEP 3 The **Docket Sheet Request** screen displays. (See Figure 3)

ECF Bankruptcy • Adversary • Query

Docket Sheet

Case number

☒ **Filed** to

☐ **Entered** to

Documents to

☒ Include terminated parties

☐ Include links to Notice of Electronic Filing

☒ **HTML**

☐ **Text**

Sort by

Figure 3

- ◆ Enter the complete case number (office code-yy-[bk or ap]-nnnnn).
- ◆ The radio button for the option **Filed** is the default. This is the recommended format to view the case docket. The option **Entered** will result in the Docket Report arranged in order of the dates documents were entered on the system.
- ◆ If you want to limit your search to a range of documents, you may do so by entering the document number range in the **Documents XX to XX** field.

- ◆ The report defaults to **Include terminated parties**. This is the recommended default.
- ◆ If you wish to be able to view the **Notices of Electronic Filing** pertaining to docket entries, place a checkmark in the box for the option: Include links to Notice of Electronic Filing.
- ◆ Click the down arrow ▼ to reveal the list of **Sort by** options. The system defaults to Oldest Date First. The other options are:

Most Recent Date First

Document number Ascending

Document number Descending

Note: To return to the system default for all options, click **[Clear]**.

- ◆ When you have selected all options, click the **[Run the Report]** to continue.

STEP 4 The **Docket Report** displays.

- ◆ Click the down arrow ▼ to scroll through the entire Docket Report.
- ◆ Clicking on a document number hypertext link will provide the *PDF* image of the filed document. Clicking on the related document number (inside the text box) will provide the *PDF* image for the document to which this docket entry is related. **(See Figure 4)**

07/16/2001	11	Order Granting Application to Employ (Related Doc # 9). Signed on 7/16/2001. (Monaghan, Susan) (Entered: 01/24/2003)
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Figure 4

- ◆ To print the Docket Report, click the browser **[Print]** icon.
- ◆ If the option to view Notices of Electronic Filing was selected on the Docket Sheet Request screen, a silver ball will be located to the left of the document number hypertext link. **(See Figure 5)**
- ◆ Click the silver ball to view the **Notice of Electronic Filing**.


07/16/2001	 11	Order Granting Application to Employ (Related Doc # 9). Signed on 7/16/2001. (Monaghan, Susan) (Entered: 01/24/2003)
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Figure 5

- ◆ The **Receipt Type** screen displays.
- ◆ Select to view the Notice of Electronic Filing in either **Html Version** or **Text Version**.
- ◆ Click **[Display Receipt]** to continue.
- ◆ The html version will contain hypertext links to the docket report and to the document PDF image. The text version contains no hypertext links.

Claims Register

The Claims Register Report shows the list of claims filed in a particular case. This module demonstrates the steps to take to generate a Claims Register Report.

STEP 1 Click the [Reports](#) hyperlink on the CM/ECF Main Menu.

STEP 2 The **Reports** screen displays.

- ◆ Select the [Claims Register](#) hyperlink.

STEP 3 The **Claims Register Information** screen displays. (See Figure 6)

Case number

Creditor type
Creditor
Administrative

Creditor number

Creditor name

Claim number to

☒ **Filed** to

☐ **Entered**

Sort by
Claim Number
Filed Date

Figure 6

- ◆ Enter the complete **Case Number** (office code-yy-bk-nnnnn).
- ◆ The **Creditor Type** defaults to 'blank' which means 'all' Creditor Types will be included in the report. If you wish to limit the report to a specific Creditor Type, click the down arrow ▼ to find and select the Creditor Type.

- ◆ The **Creditor Number** field can be used to limit the report to only one claim.
- ◆ The **Creditor Name** field can be used to limit the report to only one creditor.
- ◆ The **Claim Number XX to XX** field can be used to limit the report to a consecutive group of claims.
- ◆ Selecting **Filed** will result in the report showing the dates claims were filed.
- ◆ Selecting **Entered** will result in the report showing the dates claims were entered on the docket.
- ◆ The **Terminal Digits** field allows the report to be limited by terminal digit(s).
- ◆ The **Sort by** field defaults to Claim Number then Filed Date. Click the down arrow ▼ to reveal the list of other options for report sorting:

Claim Number

Creditor Name

Filed Date

- ◆ Click **[Run Report]** to generate the Claims Register.

STEP 4 The **Claims Register Summary** displays. (See Figure 7)

Claims Register

[8:02-bk-00001-PMG Casey Knu and Anel Merritt](#)

Judge Paul M. Glenn

Debtor Name: KNU,CASEY

Claim No: 1	Creditor Name: GMAC P. O. Box Tampa, FL 33601	Last Date to File Claims: 07/03/2003 Last Date to File (Govt): 03/26/2003 Filing Status: Docket Status: Late: N
Claim Date: 07/02/2002	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
Class	Amount Claimed	Amount Allowed
Secured	\$10000.00	
Total	\$10000.00	
Description:		

Figure 7

- ◆ The claim information is displayed for the selected claim. The case name/number is a hypertext link to the docket sheet; the claim number is a hypertext link to the claim image.
- ◆ The final page of the register is the Claims Register Summary.
(See Figure 8)

Claims Register Summary

Case Name: Casey Knu and Anel Merritt
Case Number: 8:2002-bk-00001-PMG
Chapter: 7
Date Filed: 06/12/2002
Total Number Of Claims: 3

	Total Amount Claimed	Total Amount Allowed
Unsecured		
Secured	\$32000.00	
Priority		
Unknown		
Administrative		
Total	\$32000.00	

Figure 8

- ◆ To print the **Claims Register**, click the **[Print]** icon on the browser toolbar.

Claims Listing

The Claims Listing Report is a Florida Middle District report which displays a list of claim numbers, creditors, file dates, and claim amounts in a particular case. Use the same criteria to run the Claims Listing as the Claims Register. **(See Figure 9 for sample report)**

Middle District of Florida
Claims Register
[8:03-bk-04408-MGW Robert Johnson](#)

Judge MICHAEL WILLIAMSON
Claims Bar Date: , Chapter: 7

Claim Number	Creditor Name	Filing Date	Amount Claimed
1	Cindy Adobe	05/13/2003	\$600.00
2	Vincent Perez	05/16/2003	\$1500.00
3	GMAC	05/16/2003	\$2500.00
4	Blue Sky Financial	05/16/2003	\$1500.00
5	Cindy Adobe	05/16/2003	\$650.00

Figure 9

Claims Summary

The Claims Summary is a Florida Middle District report that can be used as an abbreviated Claims Register report. The Claims Summary does include the party who filed the claim. Use the same criteria to run the Claims Summary as the Claims Register. **(See Figure 10 for sample report)**

Middle District of Florida Claims Register 8:03-bk-04408-MGW Robert Johnson Judge MICHAEL WILLIAMSON Debtor Name: JOHNSON, ROBERT		
Claim No: 1	<i>Creditor Name:</i> Cindy Adobe	<i>Last Date to File Claims:</i> <i>Filed by:</i> Trustee
<i>Claim Date:</i> 05/13/2003	<i>Amends Claim No:</i> <i>Amended By Claim No:</i>	<i>Duplicates Claim No:</i> <i>Duplicated By Claim No:</i>
Class	Amount Claimed	Amount Allowed
Unsecured	\$600.00	
Total	\$600.00	

Figure 10

Creditor Matrix (Mailing Labels)

This module demonstrates the steps to create a Creditor Matrix. This report is used to identify all records on the matrix, to create three-column mailing labels, and to identify attorneys and other parties set up for e-mail notification.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.

◆ Click the [Creditor Matrix \(Mailing Labels\)](#) hypertext link.

STEP 3 The **Report Selection Options** screen displays. (See Figure 11)

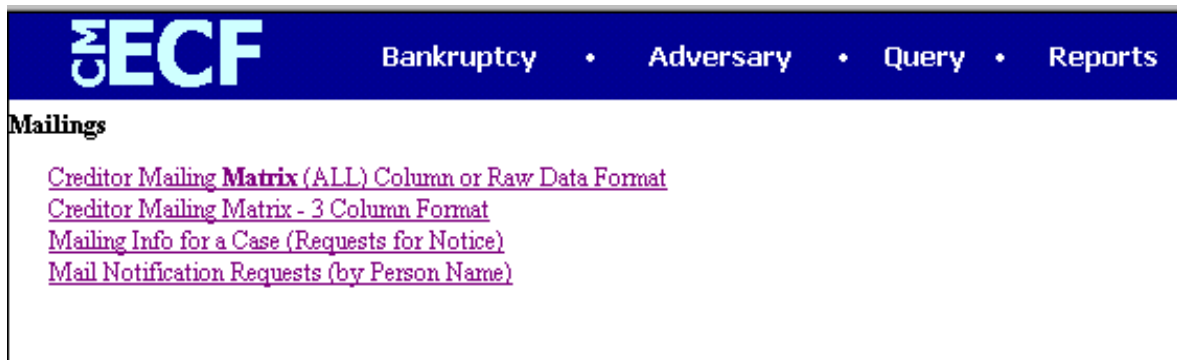


Figure 11

◆ From the Mailing sub-screen you can select:

- ◆ [Creditor Mailing Matrix \(All\) Column or Raw Data Format](#)
- ◆ [Creditor Mailing Matrix - 3 Column Format](#)
- ◆ [Mailing Info for a Case \(Requests for Notice\)](#)
- ◆ [Mail Notification Requests \(by Person Name\)](#)

Creditor Mailing Matrix (All) Column or Raw Data Format

This report lists call creditors on a particular case including those with an incomplete address.

- ◆ Click the [Creditor Mailing Matrix \(All\) Column or Raw Data Format](#) hypertext link (See Figure 12)

The screenshot shows the ECF (Electronic Case Filing) interface for generating a Creditor Mailing Matrix report. The top navigation bar includes links for Bankruptcy, Adversary, Query, and Report. The main heading is "Creditor Mailing Matrix". Below this, there is a form with the following fields and options:

- Case number:** A text box containing "03-24".
- Special mailing group:** A dropdown menu set to "0 (Highlight blank field for no special mailing group)".
- Format:** Two radio button options: "1 column" (selected) and "raw data format".
- Buttons:** "Run Report" and "Clear".

Figure 12

- ◆ Select from **1 column** or **raw data format**
- ◆ When all selections are correct, click **[Run Report]** (See samples below)

1 Column Format

Search Results

Case Number: 8:03-bk-00024-TEB

United States Bankruptcy Court
Sam M. Gibbons United States Courthouse
801 North Florida Avenue Suite 727
Tampa, FL 33602

ABC Inc
130 B Street
Tampa FL 33610

Raw Date Format

Search Results

Case Number: 8:03-bk-00024-TEB

8:03-bk-00024-TEB|United States Bankruptcy Court|Sam M.
8:03-bk-00024-TEB|ABC Inc |130 B Street|Tampa FL 33610
8:03-bk-00024-TEB|AMERICAN EDUCATION SERVICES
8:03-bk-00024-TEB|Assistant United States Trustee |Timberlak
8:03-bk-00024-TEB|CHASE VISA |PO BOX 15583|WILMI
8:03-bk-00024-TEB|CITICARD |PO BOX 8115|S HACKEN
8:03-bk-00024-TEB|HONDA |PO BOX 1027|ALPHARETT
8:03-bk-00024-TEB|Internal Revenue Service |Attn: Chief Insol
8:03-bk-00024-TEB|MBNA |PO BOX 15137|WILMINGTO
8:03-bk-00024-TEB|MONOGRAM BANK |PO BOX 3601|

Creditor Mailing Matrix - 3 Column Format

This report is used to create 3 column mailing. Mailing labels can be printed on Avery #5160 labels or the equivalent.

- ◆ Click the [Creditor Mailing Matrix 3 Column Format](#) hypertext link.
(See Figure 13)

Figure 13

- ◆ Enter the complete case number (office code-yy-[bk or ap]-nnnnn).
- ◆ The **All** check box is the automatic default. You can select any combination from the **Participants** or **Creditors** Lists.
- ◆ The **Participants** list defaults to “blank”. You may select more than one participant type by holding down the **[Ctrl]** key and clicking on the Participant types.
- ◆ The **Creditors** list defaults to “blank”. You may select more than one creditor type by holding down the **[Ctrl]** key and clicking on the Creditor types.
- ◆ The **Check Boxes** are used to select only the address(es) of the person(s) that are checked. The choices are: **Judge**, **US Trustee**, **Attorneys**, **Trustee**, **Debtor’s attorney**.

- ◆ **Print Format:** Select **3 column PDF** to create mailing labels.
- ◆ When all selections are correct, click **[Next]** to continue.
- ◆ The PDF file link will display **(See Figure 14)**

The Mailing Matrix PDF file can be viewed or printed at this [link](#).

The matrix can be printed on Avery #5160 Labels or equivalent.

Total labels: 42

Figure 14

- ◆ Click on [link](#) to run the mailing label program. **(See Figure 15)**

American Express Centurion Bank c/o Beck P.O. Box 3001, Dept. Malvern, PA 19355-0701	Amex Centurion Bank/becket & Lee Ll PO Box 3001 Malvern, Pa 19355-0701	Bank Of America P.O. Box 30770 Tampa, Fl 33630
Bank Of America Mortgage 7301 Bay Meadows Way - Stop Cp-1a Homeside Lending/washington Mutual Jacksonville, FL 32256	Bank Of America Mortgage Corp. C/o Daniel Hitchcock, Esq. 4505 Woodland Corp. Blvd., #100 Tampa, FL 33614	Bank Of America Na PO Box 2278 Norfolk, Va 23501
Bank One P.O. Box 94015 Palatine, IL 60094	Bank One Retail Lending Automotive 8620 N 22nd Ave Ste 108 Phoenix, Az 85021-6036	Chase Manhattan P.O. Box 15583 Wilmington, De 19886

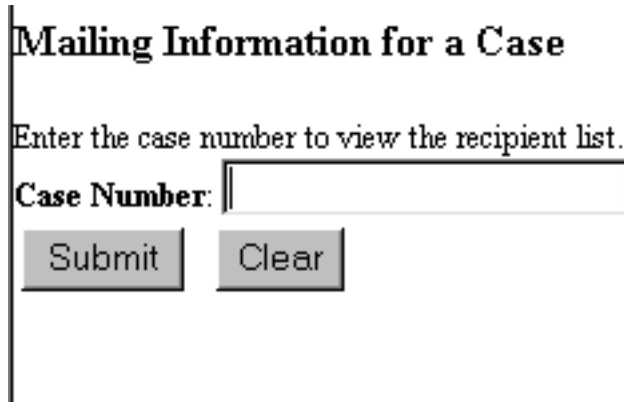
Figure 15

- ◆ Labels can now be printed on Avery #5160 labels or the equivalent.

Mailing Info for a Case (Requests for Notice)

This report will list all attorneys that will and will not receive an e-mail notification for a particular case.

- ◆ Click the [Mailing Info for a Case \(Requests for Notice\)](#) hypertext link. (See Figure 16)



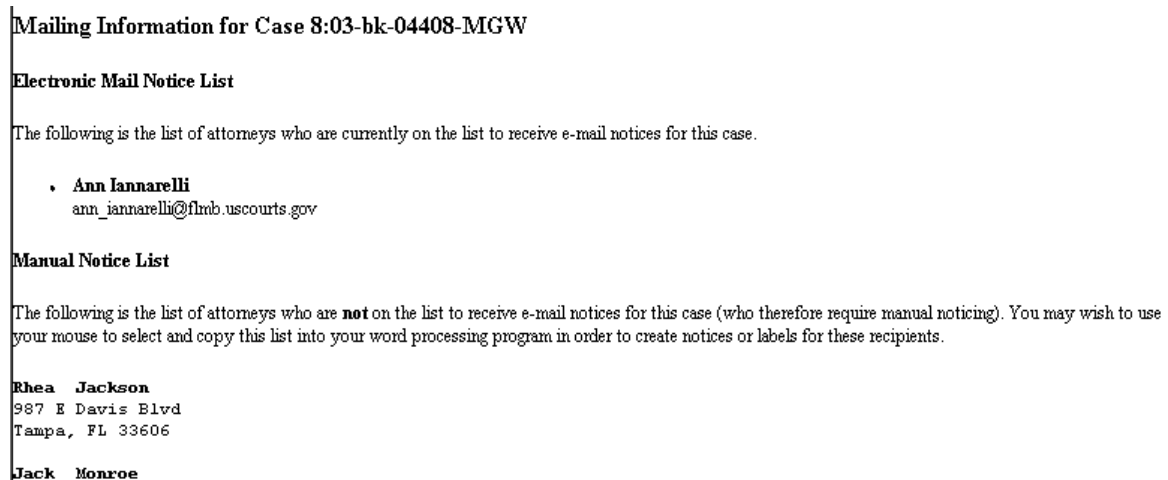
Mailing Information for a Case

Enter the case number to view the recipient list.

Case Number:

Figure 16

- ◆ Enter the complete case number (office code-yy-[bk or ap]-nnnnn).
- ◆ Click **[Submit]** (See Figure 17)



Mailing Information for Case 8:03-bk-04408-MGW

Electronic Mail Notice List

The following is the list of attorneys who are currently on the list to receive e-mail notices for this case.

- **Ann Iannarelli**
ann_iannarelli@flmb.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

Rhea Jackson
987 E Davis Blvd
Tampa, FL 33606

Jack Monroe

Figure 17

Mail Notification Requests (by Person Name)

This report lists by person record those individuals setup for e-mail notification in the CM/ECF system.

- ◆ Click the [Mail Notification Requests \(by Person Name\)](#) hypertext link. (See Figure 18)

ECF Bankruptcy • Adversary

Mail Notification Requests

Person

- Alexander, Carol (tr)
- Appel, Kathy (tr)
- Baker, Christine (tr)
- Bennett, Lee Ann (crt)

Run Report Clear

Figure 18

- ◆ Select the participant by highlighting the name. You may select more than one participant by holding down the **[Ctrl]** key and clicking on the name.
- ◆ Click **[Run Report]** (See Figure 19)

ECF Bankruptcy • Adversary • Query • Reports

U.S. Bankruptcy Court Middle District of Florida Mail Notification Requests

Iannarelli, Ann (tr)

Primary e-mail: Ann_Iannarelli@flmb.uscourts.gov

Additional e-mail:

Send notices to my primary e-mail address: y

Send a notice for each filing in each case in which I am involved: y

Send a notice for each filing in other cases: n

Send a Daily Summary Report for other cases: y

Other cases:

Selection Criteria (1 record)	
People:	Iannarelli

Figure 19

Cases Report

This module demonstrates the steps to take to obtain a Cases Filed Report in the CM/ECF system. This report can be used to monitor cases that have been filed, discharged, dismissed, closed, and converted.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.

◆ Click the [Cases](#) hypertext link.

STEP 3 The **Report Selection Options** screen displays. (See Figure 20)

Figure 20

◆ The **Office** category defaults to 'blank' which means 'all' Offices will be included in the Cases Report. If you wish to limit the report to a specific Office, click the down arrow ▼ to select the Office. You may select more than one Office by holding down the **[Ctrl]** key and clicking on the additional office names.

- ◆ The **Case Type** category defaults to 'blank' which means 'all' Case Types will be included in the report. If you wish to limit the report to a specific Case Type, click the down arrow ▼ to select the Type. You may select more than one Case Type by holding down the **[Ctrl]** key and clicking on the additional choices.
- ◆ The **Trustee** category defaults to 'blank' which means 'all' Trustees will be included in the Cases Report. If you wish to limit the report to a specific Trustees, click the down arrow ▼ to select the Trustee. You may select more than one Trustee by holding down the **[Ctrl]** key and clicking on additional Trustee names.
- ◆ The **Chapter** category defaults to 'blank' which means 'all' Chapters will be included in the Cases Report. If you wish to limit the report to a specific Chapter, click the down arrow ▼ to find the Chapter. You may select more than one Chapter by holding down the **[Ctrl]** key and clicking on additional Chapter numbers.
- ◆ There are various ways to limit the results of the Cases Report. Any combination (or none) of these options may be chosen. The options are:
 - ◆ **Filed**; limits the report to cases filed during a specific period of time.
 - ◆ **Entered**; limits the report to cases entered on the system during a specific period of time.
 - ◆ **Discharged**; limits the report to cases discharged during a specific period of time.
 - ◆ **Dismissed**; limits the report to cases dismissed during a specific period of time.
 - ◆ **Closed**; limits the report to cases closed during a specific period of time.
 - ◆ **Converted**; limits the report to cases converted during a specific period of time.
 - ◆ The **Terminal Digits** field is available if you wish to limit the report to a specific terminal digit(s).

- ◆ The **Open Cases** radio box is automatically checked. If you wish to only see closed cases, un-check the Open Cases radio box and select Closed Cases.
- ◆ Click to place a checkmark in the **Party Information** radio box if you wish the report to include Party Information.
- ◆ Click to place a checkmark in the **Closed Cases** radio box if you wish the report to include Closed Cases.
- ◆ Click the down arrow ▼ to reveal the list of options in the **Sort By** field. The report may be sorted by: Filed Date, Entered Date, Case Number, Terminal Digit, Case Type, Office, and Trustee. Up to three sort criteria may be chosen. The default is one sort, based upon Filed Date.
- ◆ When all selections are correct, click **[Run Report]** to continue.

Note: To return to the original defaults and begin again, click **[Clear]**.

STEP 4 The Cases Report displays. (See Figure 21)

- ◆ To print a copy of the report, click the browser **[Print]** icon.

8:02-bk-00051-TEB	bk	7	Marlo Thomas	Baynes Smith	<i>Filed:</i> 09/25/2002	<i>Office:</i> Tampa <i>Asset:</i> Yes <i>Fee:</i> Paid <i>County:</i> Hillsborough
8:02-bk-00052-PMG	bk	7	Ozzie Osborne	Glenn Woodard	<i>Filed:</i> 09/25/2002 <i>Converted:</i> 11/19/2002	<i>Office:</i> Tampa <i>Asset:</i> Yes <i>Fee:</i> Paid <i>County:</i> Hillsborough

Figure 21

Docket Activity

This module demonstrates the steps to take to create a Docket Activity Report in the CM/ECF system. This report is used to identify newly filed cases and track activity by events.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.

◆ Click the [Docket Activity](#) hypertext link.

STEP 3 The **Report Selection Options** screen displays. (See Figure 22)

Figure 22

- ◆ Enter the complete **Case Number** (office code-yy-[bk or ap]-nnnnn). You can leave this field blank to search for multiple cases.
- ◆ The **Judge** category defaults to “blank” which means “all” Judges will be included in the report. You can limit the search to a specific Judge by clicking on the down arrow ▼ to select the Judge. You may select more than one Judge by holding down the **[Ctrl]** key and clicking on additional Judge names.

- ◆ The **Office** defaults to 'blank' which means 'all' Offices will be included in the report. If you wish to limit the report to a specific Office, click the down arrow ▼ to select the Office. You may select more than one Office by holding down the **[Ctrl]** key and clicking on the additional Offices.
- ◆ The **Case Type** defaults to 'blank' which means 'all' Case Types will be included. If you wish to limit the report to a specific Case Type, click the down arrow ▼ to find and select the Case Type. You may select more than one Case Type by holding down the **[Ctrl]** key and clicking on the Case Type choices.
- ◆ The **Trustee** defaults to 'blank' which means 'all' Trustees will be included. If you wish to limit the report to a specific Trustees, click the down arrow ▼ to find and select the Trustee. You may select more than one Trustee by holding down the **[Ctrl]** key and clicking on additional Trustee names.
- ◆ The **Chapter** defaults to 'blank' which means 'all' Chapters will be included. If you wish to limit the report to a specific Chapter, click the down arrow ▼ to find and select the Chapter. You may select more than one Chapter by holding down the **[Ctrl]** key and clicking on the Chapter numbers.
- ◆ The **Filer Type** category defaults to 'blank' which means 'all' filer types will be included. If you wish to limit the report to a specific filer click the down arrow ▼ to find and select the filer. You may select more than one filer by holding down the **[Ctrl]** key and clicking on the filer types.
- ◆ The **Category** defaults to 'blank' which means 'all' categories will be included. If you wish to limit the report to a specific category click the down arrow ▼ to select the category. You may select more than one category by holding down the **[Ctrl]** key and clicking on the categories.
- ◆ The **Event** defaults to 'blank' which means 'all' event types will be included. If you wish to limit the report to a specific event click the down arrow ▼ and select the event. You may select more than one event by holding down the **[Ctrl]** key and clicking on the events.
- ◆ The **Terminal Digits** field is available if you wish to limit the report to a specific terminal digit(s).
- ◆ **Entered** radio button is the default. This limiting the report to case(s) entered on the system during a specific period of time.
- ◆ **Entered today and not Qc'd** - Currently not used.

- ◆ The report can be run with **Summary Text** or **Full Docket Text**.
- ◆ Click the down arrow ▼ to reveal the list of options in the **Sort By** field.
- ◆ When all selections are correct, click **[Run Report]** to continue.

Note: To return to the original defaults and begin again, click **[Clear]**.

STEP 4 The **Docket Activity Report** displays. (See Figure 23)

Docket Activity Report					
U.S. Bankruptcy Court -- Middle District of Florida					
Report Period: 9/25/2002 - 9/25/2002					
Case Number/Title Office	Doc Id	Date Entered/Filed	Category/ Event	Judge/ Trustee	Notes
8:02-bk-00051-TEB Marlo Thomas Office: 8	1	Entered: 09/25/2002 10:35:06 Filed: 09/25/2002	Category: misc	Trustee: Smith	Subm. by: Chapter: 7 Type: bk Group:
Docket Text for above misc: Voluntary Petition under Chapter 7. Receipt Number cc, Fee Amount \$200 Filed by Daniel J. Herman on behalf of Marlo Thomas. (Delamater, Connie)					

Figure 23

- ◆ To print a copy of the report, click the browser **[Print]** icon.

Daily Calendar

The Daily Calendar Report provides a list of 341 meeting locations by day. Do not use this module for a court calendar.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF main menu.

STEP 2 The **Reports** screen displays.

◆ Click the [Calendar - Daily](#) hypertext link.

STEP 3 The **Daily Calendar Report Selection Options** screen displays. (See Figure 24)

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, and User. Below the navigation bar is the title "Daily Calendar". The main form contains several input fields and dropdown menus: "Case number" (a text box), "Judge" (a dropdown menu with "BAYNES, THOMAS" and "BRISKMAN, ARTHUR" visible), "Date" (a text box with "5/16/2003"), "Class" (a dropdown menu), "Location" (a long text box), "Sort by" (a dropdown menu with "Judge" selected), and a second empty dropdown menu below it. At the bottom of the form are two buttons: "Run Report" and "Clear".

Figure 24

- ◆ Type the complete case number (office code-yy-bk-nnnnn). Although the Report can be produced on a case-by-case basis, this is not a required field. Leaving the case number blank will produce a report of all cases for the criteria selected.
- ◆ The **Judge** category defaults to 'blank' which means 'all' Judges will be included in the report. To limit the report to a specific Judge, click the down arrow ▼ and select the Judge.
- ◆ Enter the **Date** of the event

- ◆ The **Class** category defaults to “blank” which means “all” types of scheduled events (ie hearings, 341 meetings). To limit the report to a specific scheduled event, click the down arrow ▼ and select the event.
- ◆ The **Location** category defaults to “blank” which means “all” meeting/hearing locations. To limit the report to a specific location, click the down arrow ▼ and select the location.
- ◆ The **Sort** field allows the report to be sorted by Judge or Location.
- ◆ When all report selection options are correct, click **[Run Report]**.

Step 4

The **Daily Calendar Report** displays. (See Figure 25)

Daily Calendar Report of 05/09/2003		
U.S. Bankruptcy Court - Middle District of Florida		
Tampa, FL - Room 100-B, Timberlake Annex, 501 E. Polk Street		
Judge: GLENN, PAUL		
10:00 AM	8:03-bk-04201-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04211-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04212-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04213-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04214-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04215-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04217-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
Tampa, FL - Room 100-C, Timberlake Annex, 501 E. Polk Street		
Judge: BAYNES, THOMAS		
11:00 AM	8:03-bk-04301-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04311-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04312-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04313-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset

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